

**DEPARTMENT OF THE AIR FORCE
HQ AIR INTELLIGENCE AGENCY**



AIR FORCE INSTRUCTION 65-402

**AIA
Supplement 1**

5 November 1999

Financial Management

**RELATIONS WITH THE DEPARTMENT OF
DEFENSE OFFICE OF THE ASSISTANT
INSPECTOR GENERALS FOR AUDITING, AND
ANALYSIS AND FOLLOW UP**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 65-402, 19 July 1994, is supplemented as follows:

This supplement does not apply to AIA-gained Air National Guard or Air Force Reserve units.

SUMMARY OF REVISIONS

Revised to align with current AIA organizational structure.

1.3.4. The Chief, Financial Plans and Analysis Division (HQ AIA/FMP), is the designated point of contact with the Office of the DoD Inspector General. HQ AIA/FMPF:

1.3.4.2. (Added) Coordinates with AIA staff and subordinate unit offices to determine the office of primary responsibility (OPR) and offices of collateral responsibility (OCR) for the DoDIG requests for information.

1.3.4.3. (Added) Provides guidance to AIA staff offices, subordinate units, and commanders regarding the release of information and documents to DoDIG.

1.3.4.4. (Added) Monitors and evaluates AIA replies to DoDIG inquiries and ensures that the replies are responsive.

1.3.4.5. (Added) Requests approval from the appropriate offices when releasing information requested by DoDIG that requires approval by Headquarters United States Air Force.

2.2. AIA staff officers, subordinate units, and commanders are authorized to receive accredited DoDIG representatives after initial contact through HQ AIA/FMP. Preparation in advance of the visit includes:

2.2.8. (Added) Advising HQ AIA/FMP when the time of a DoDIG visit is changed to avoid local scheduling problems.

2.2.8.1. Advising HQ AIA/FMP when special access clearances are required for projects or information requested by DoDIG.

2.2.8.2. At the primary function that is being visited, designate an action officer to handle billeting and local transportation, schedule entrance and exit briefings, provide workspace, process special DoDIG requests for information, and initiate reports if significant matters arise from the visit that should be reported to higher headquarters.

2.2.8.3. Ensure that personnel involved in discussions with DoDIG are thoroughly familiar with the policies governing release of information to DoDIG.

2.2.9. (Added) AIA commanders:

2.2.9.1. Advise HQ AIA/FMP of the purpose and time of a DoDIG visit by message within 1 workday after receiving notice of visit.

2.2.9.2. Invite representatives from the local comptroller and AFAA (Air Force Audit Agency) offices to attend DoDIG entrance and exit briefings.

2.2.9.3. Advise HQ AIA/FMP by message of the major points covered by the exit interview.

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Financial Management and Comptroller